PowerSchool PowerUPs

Enrollment: School Choice

Stuart Aron
Education Impact Consultant II

Caitie Moss
Education Impact Consultant I

Patrick Woodford
Education Impact Consultant I

Mohammed Arshad
Technical Support Engineer II

Agenda

1. Getting Started
2. School Choice Workspace
3. Running Lottery
4. Q & A
5. Resources

Getting Started

Getting Started:
Prep for Lottery – *Working with PowerSchool Support*

Project kickoff

Review lottery application

Look for things that need to be changed

Consider how changes will affect how lottery is run

Form updates

Customer sign-off

Proceed to lottery configuration/testing

School Choice (Lottery)

School Choice Workflow

Points to Consider

Records must be **Approved** in Submission Workspace

Process Records in **Test Mode**

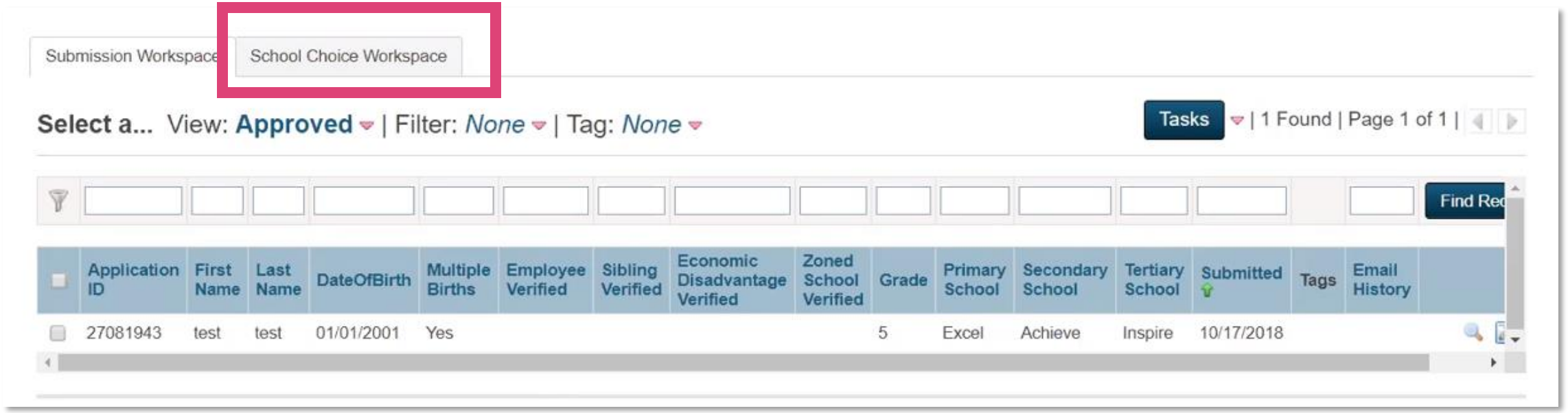
Student Data is **Obfuscated**

Required to provide reason for a Move

Audit Log tracks actions taken with records

Import Records to School Choice Workspace

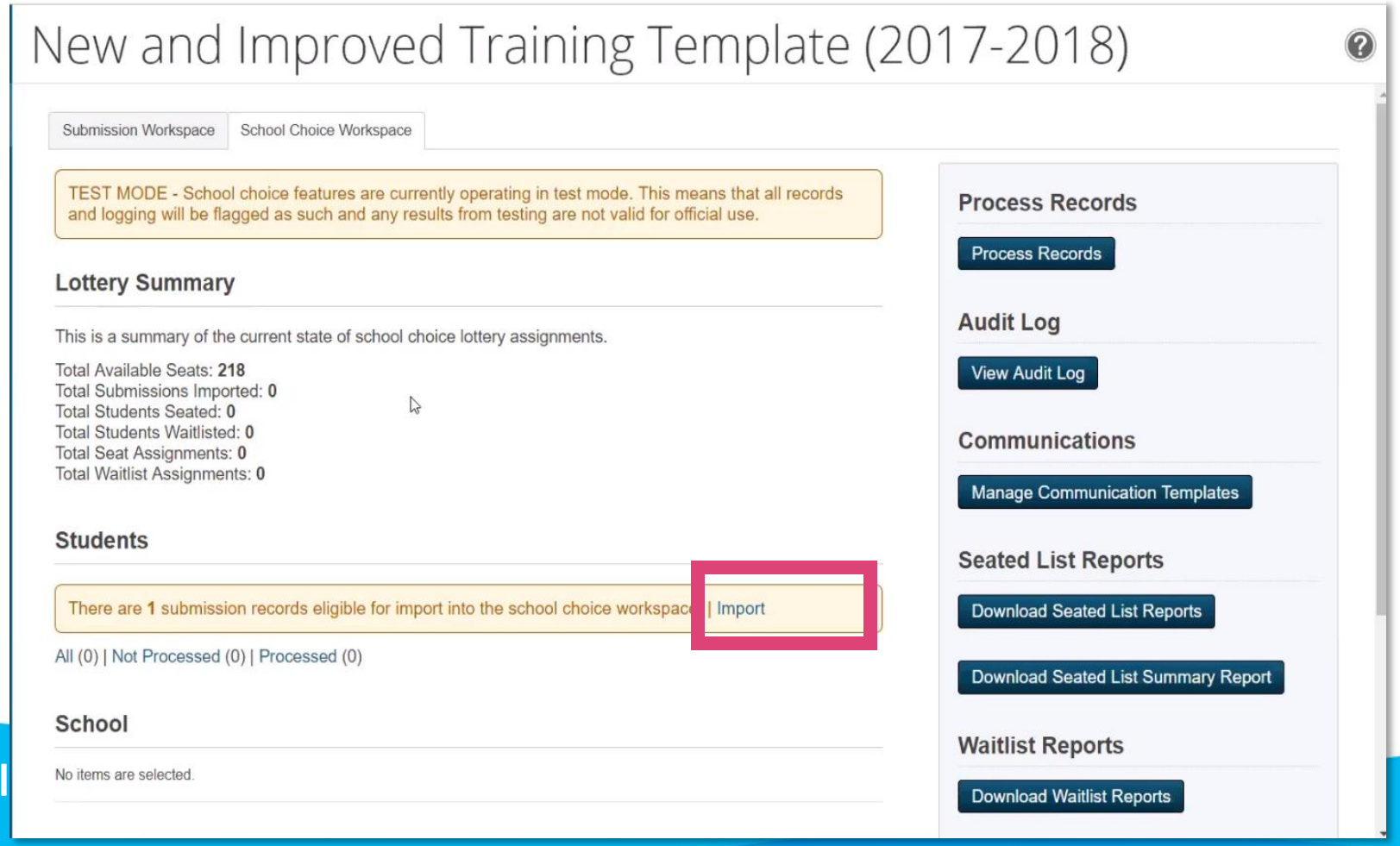
1. Navigate to the **School Choice Workspace** tab



PowerSchool

Import Records to School Choice Workspace

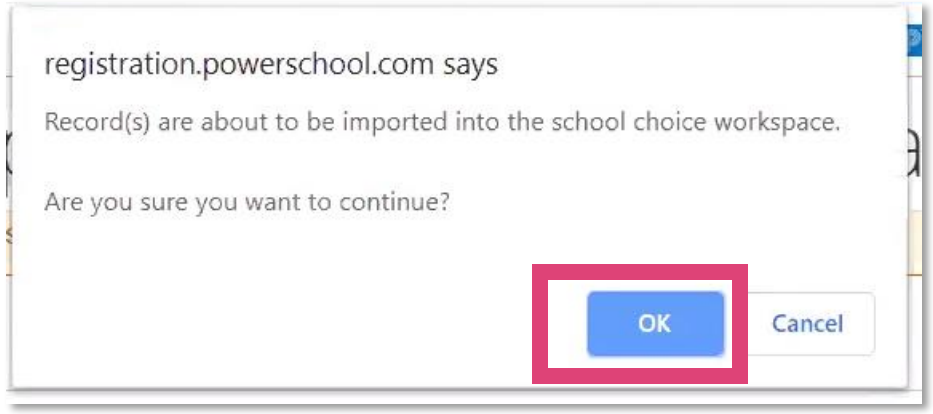
2. Navigate to Students, Select **Import**



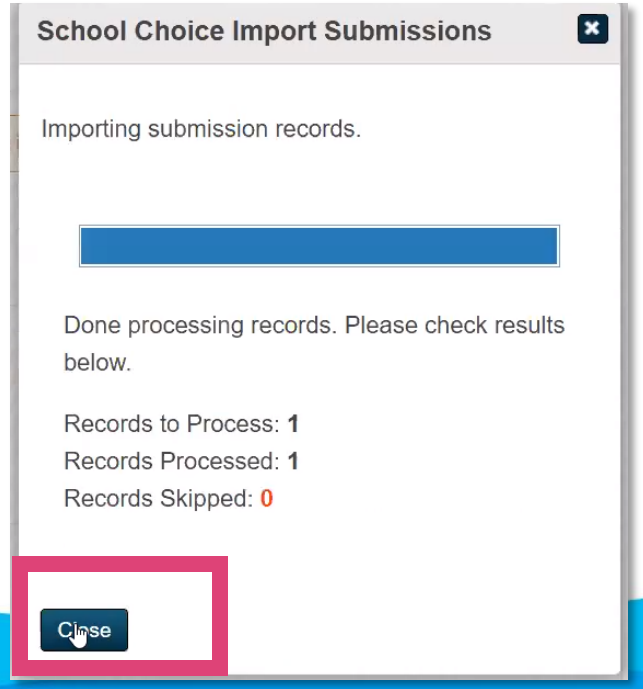
PowerSchool

Import Records to School Choice Workspace

3. Prompted to confirm Import, **OK**

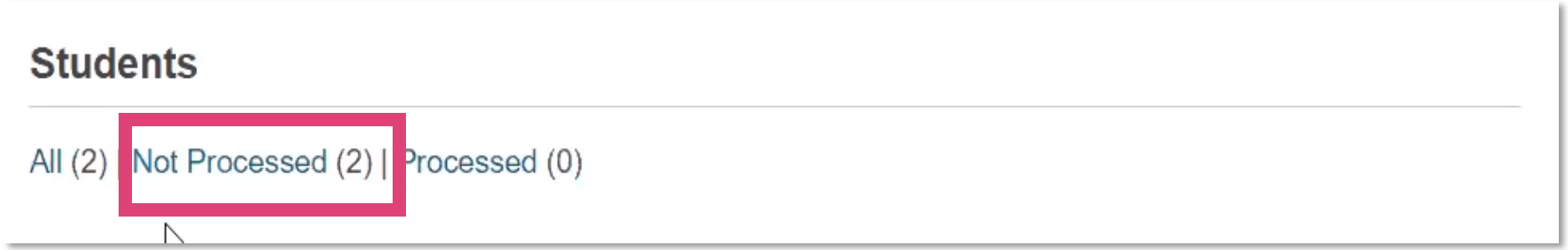


4. Records will Process, **Close**



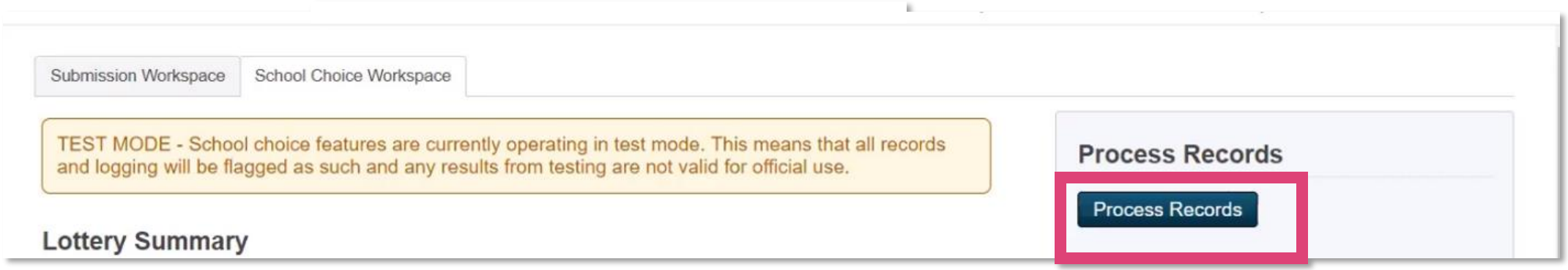
Import Records to School Choice Workspace

5. Students are now imported but **Not Processed**

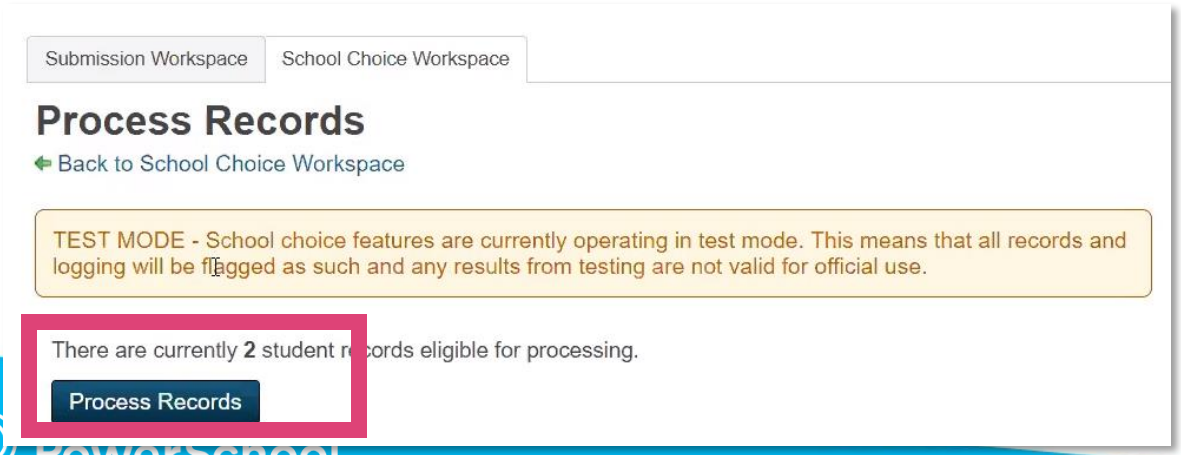


Process Records in School Choice Workspace

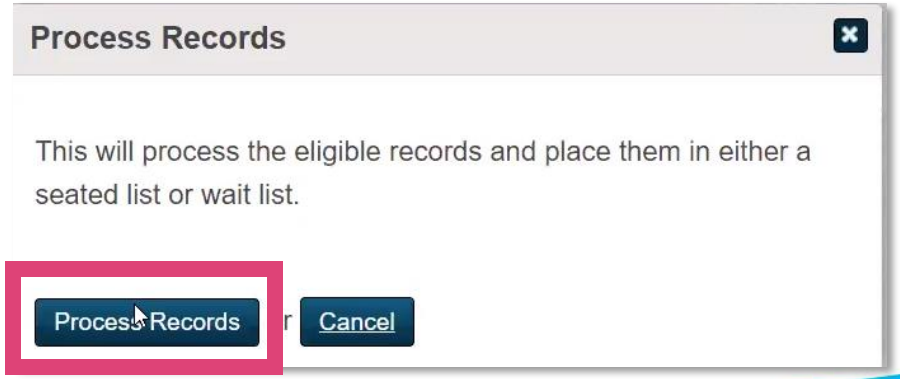
1. Select **Process Records**



2. Select **Process Records**



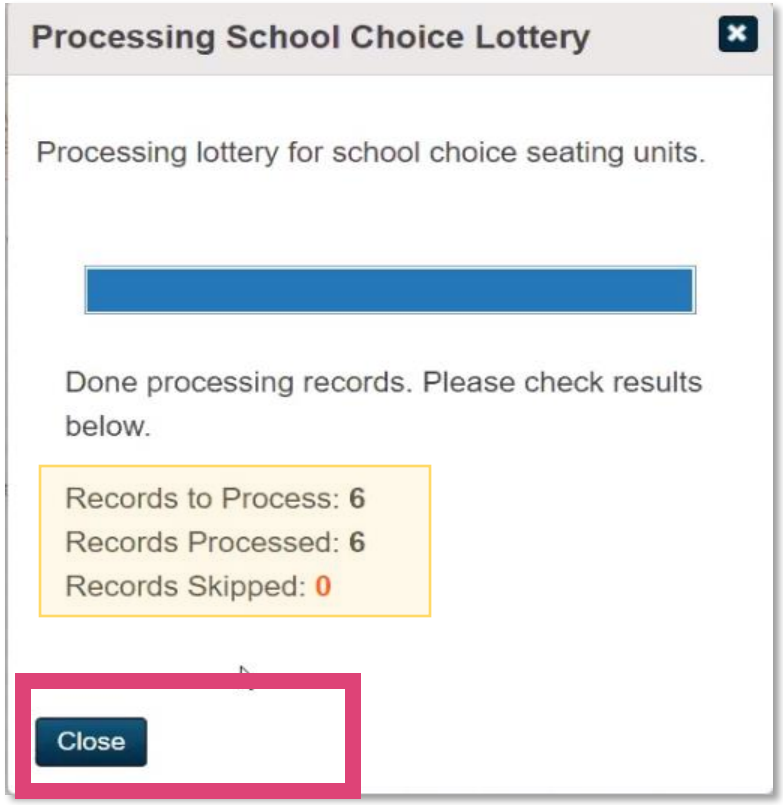
3. Select **Process Records**



PowerSchool

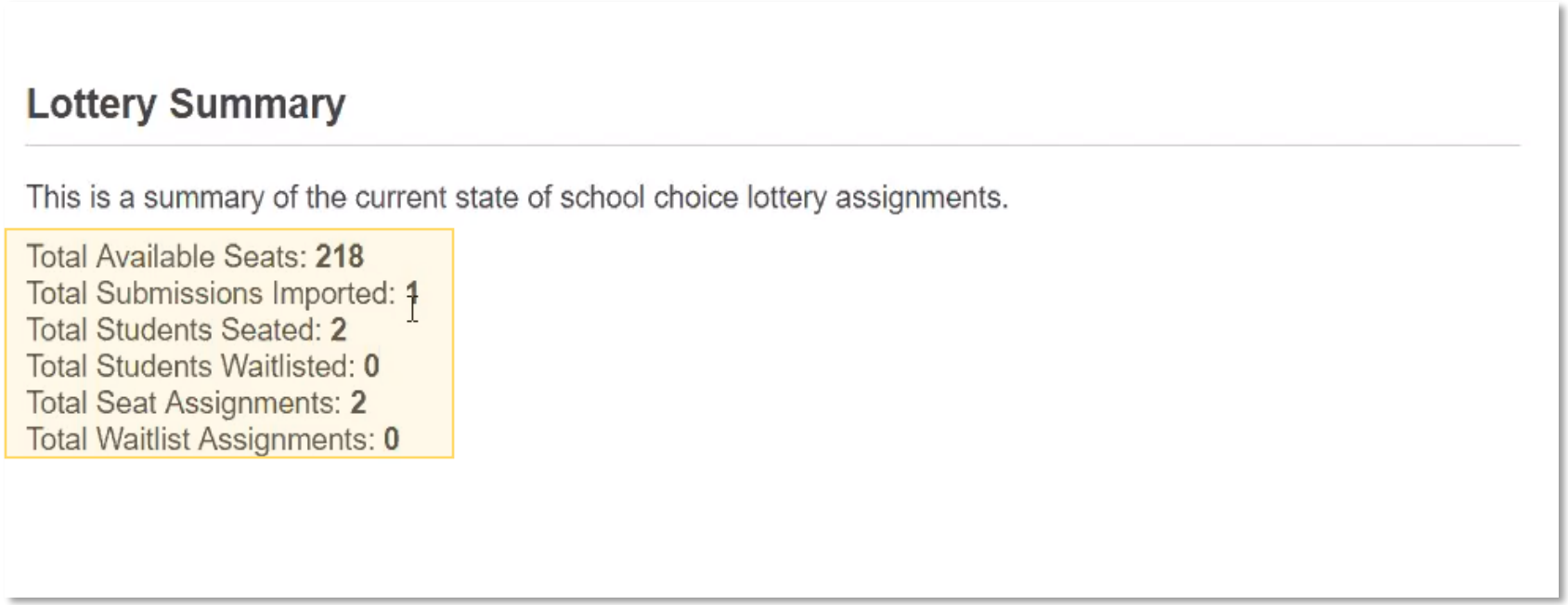
Process Records in School Choice Workspace

4. After processed **Check Results, Close**



Process Records-Review Lottery Summary

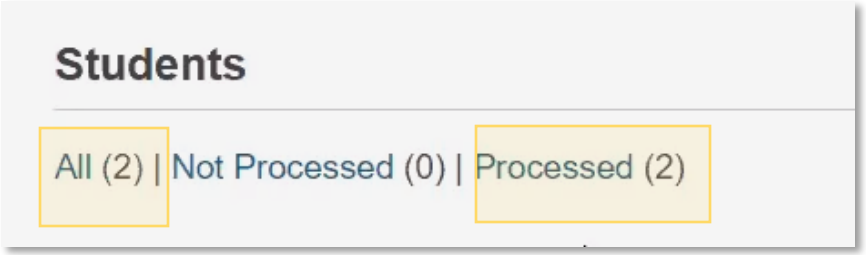
5. Review Lottery



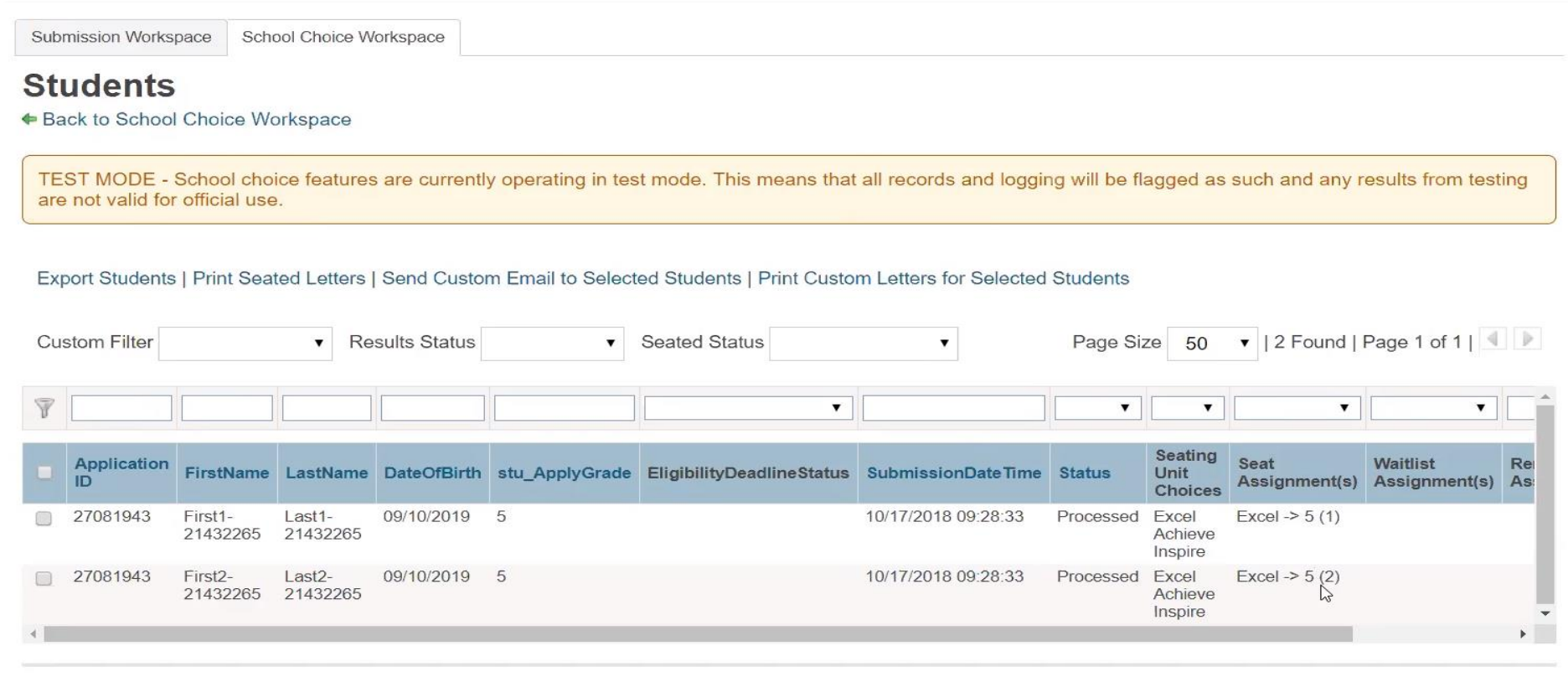
6. Navigate **Back to School Choice Workspace**

Review Lottery Results-All Students

1. Navigate to **Students> All**



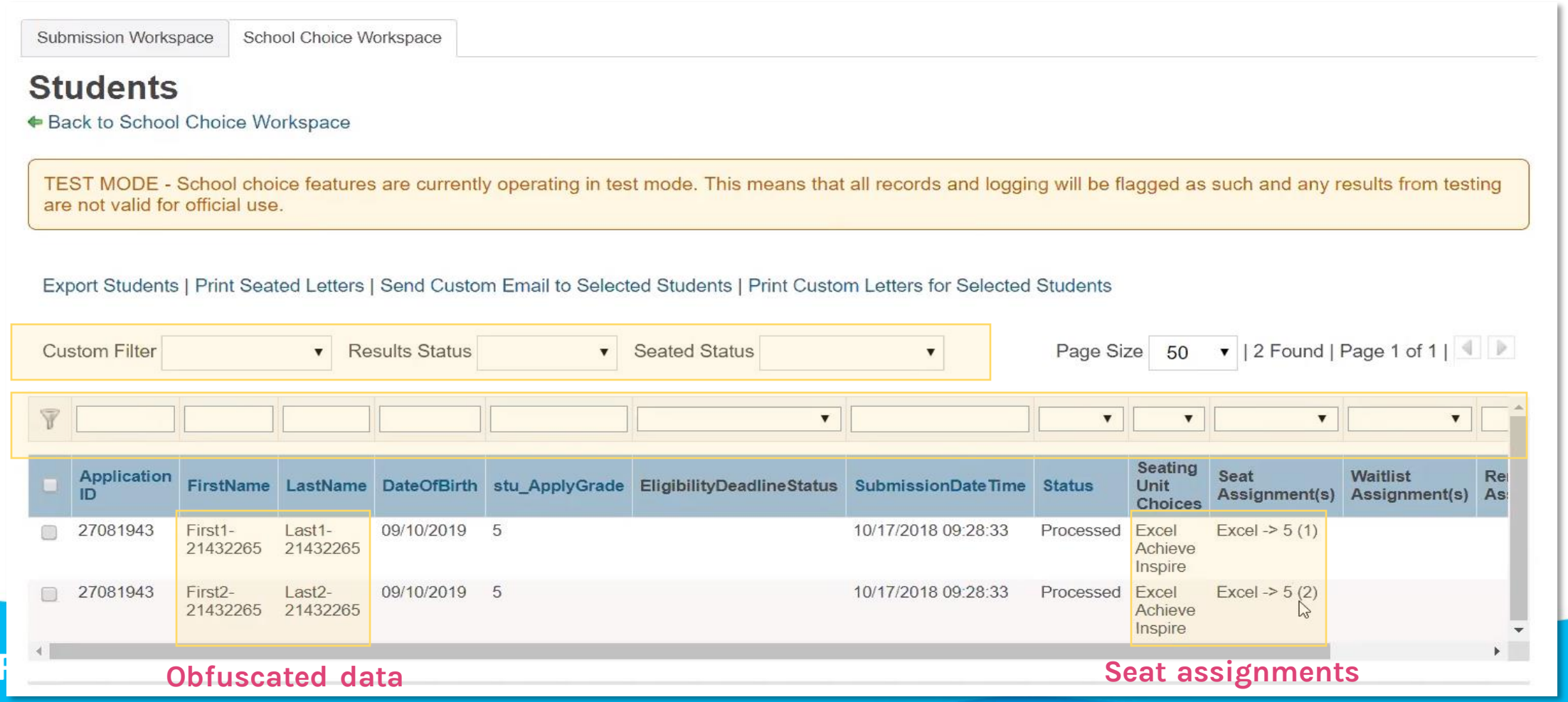
2. Student View



PowerSchool

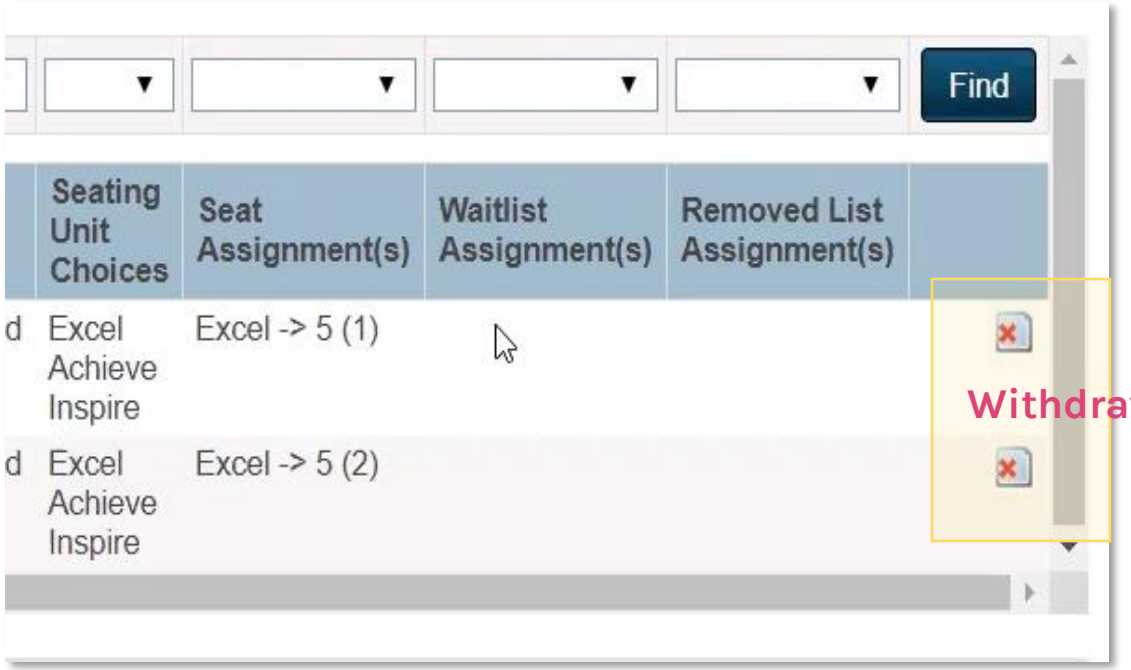
Review Lottery Results-All Students

2. Student View



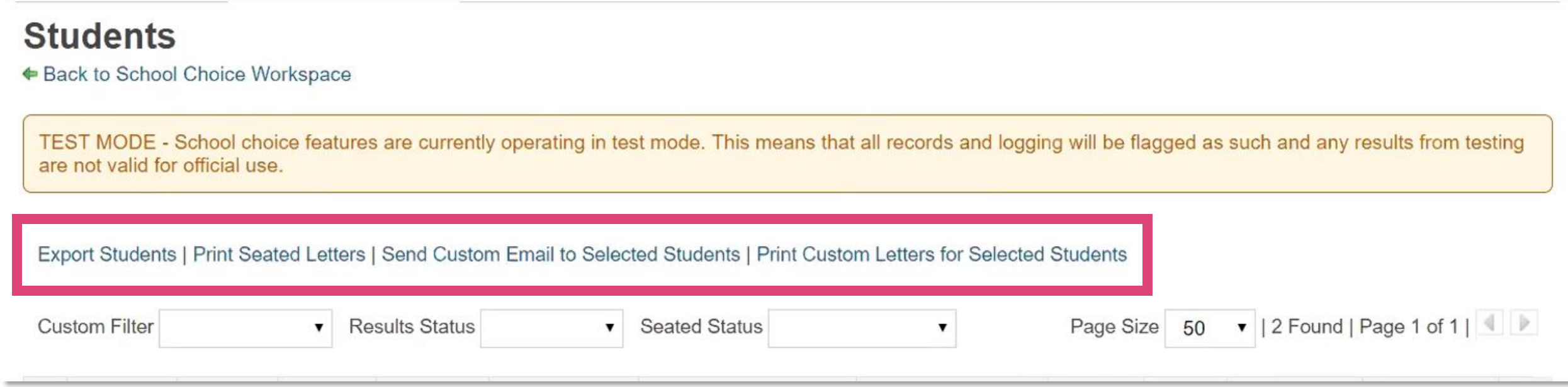
Review Lottery Results-All Students

2. **Student View, continued**
- Withdraw a student



Review Lottery Results-All Students

Page Features/Tasks



Review Lottery Results- By Seating Unit

1. Review School Results > Navigate to Next Level

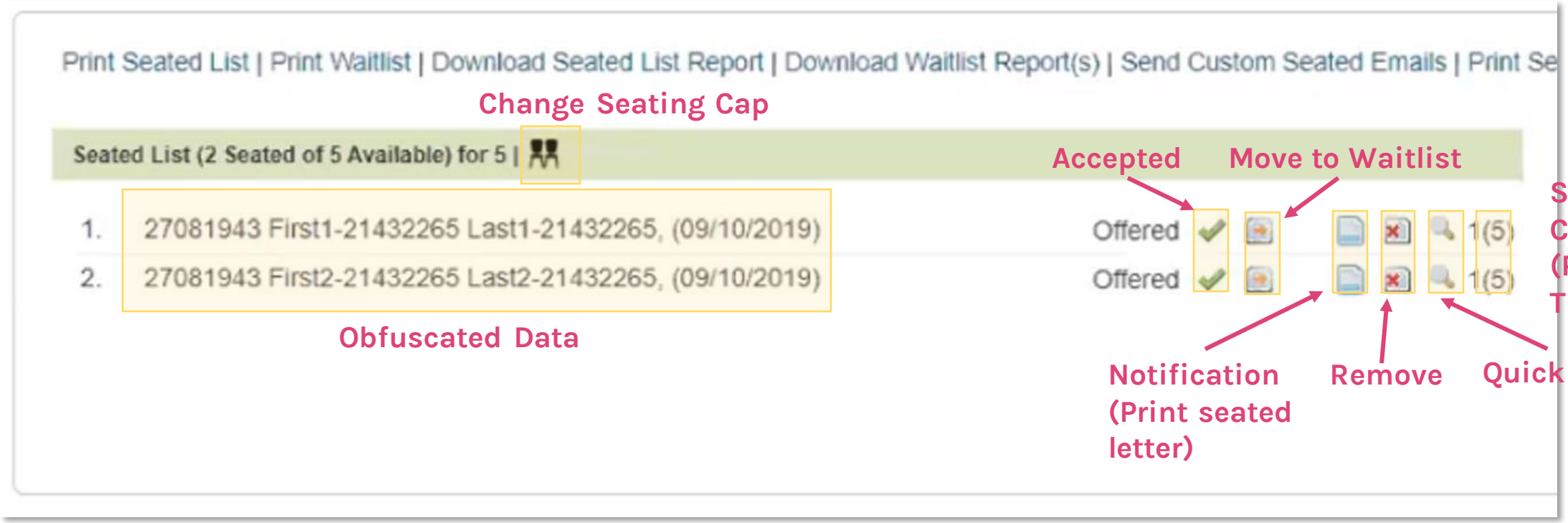
Review Lottery Results- By Seating Unit

2. Review Seated student by unit (grade)

3. Select Grade to view Seated, Waitlisted, or Removed Students

Review Lottery Results- By Seating Unit

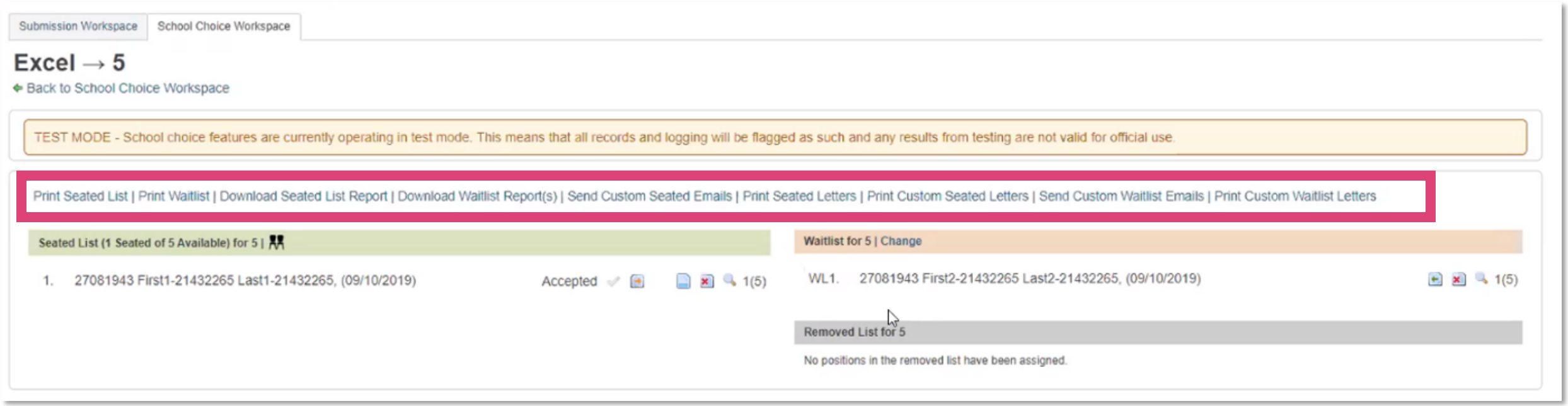
4. Review Results by Seating Unit-Make Waitlist or Remove Moves as required



PowerSchool

Communicate Lottery Results-By Seating Unit

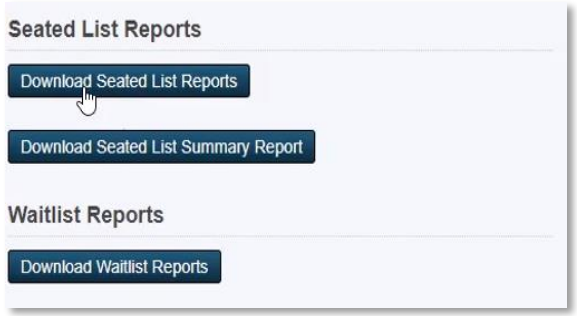
2. Actions at top of page-For students on Current Page



PowerSchool

Generate Reports

1. Select Report

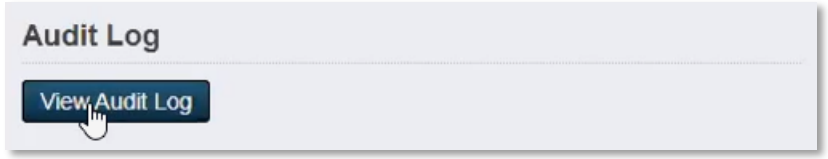


2. Download Data> Close

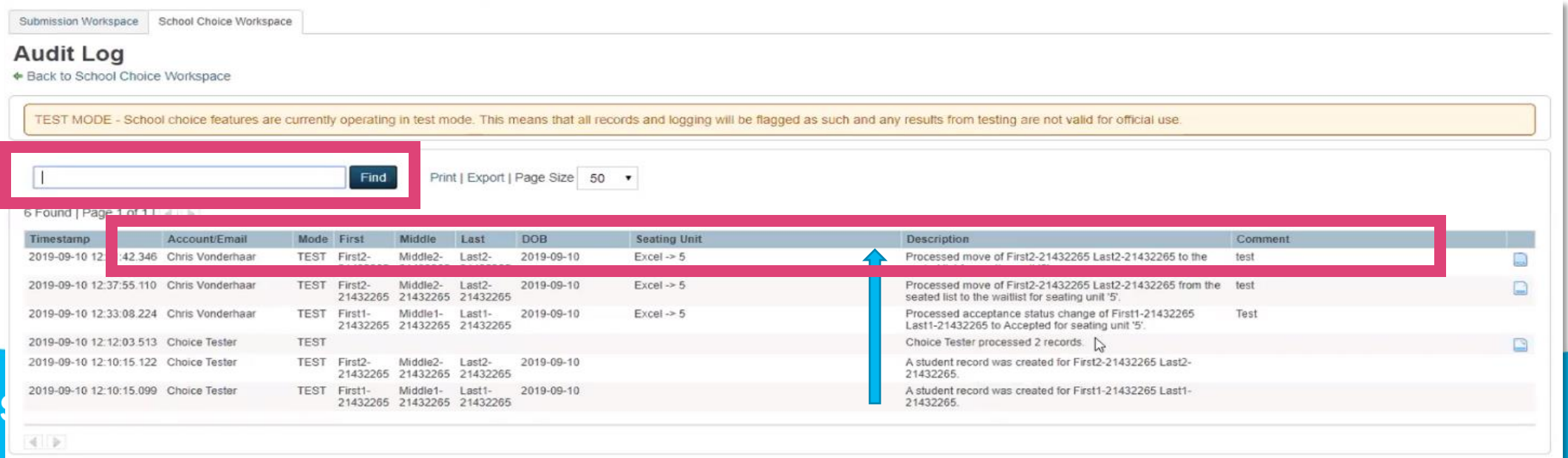
PowerSchool

Review Audit Log

1. In School Choice Workspace elect **View Audit Log**

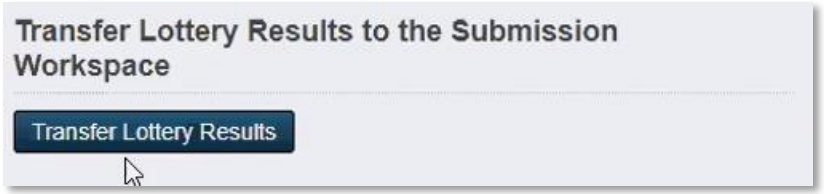


2. Review **Audit Log**

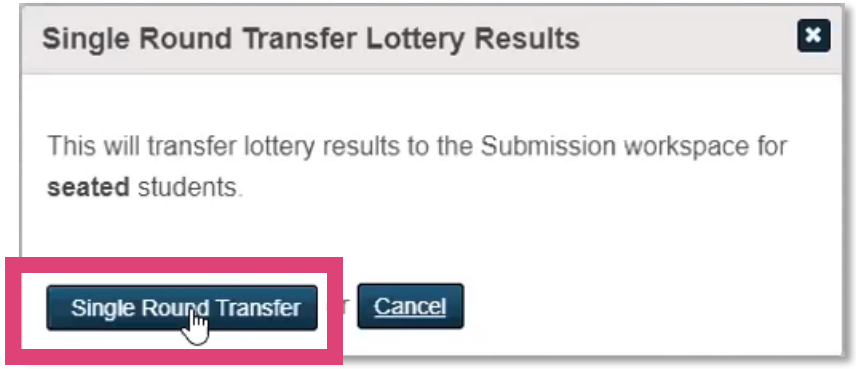


Transfer Lottery Results

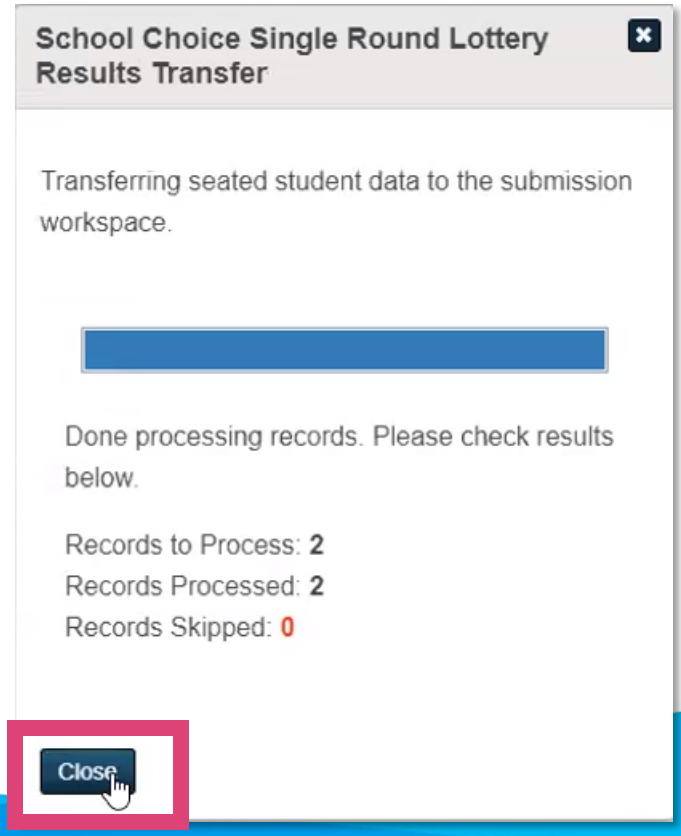
1. Select **Transfer Lottery Results**



2. Select **Single Round Transfer**



3. **Close**



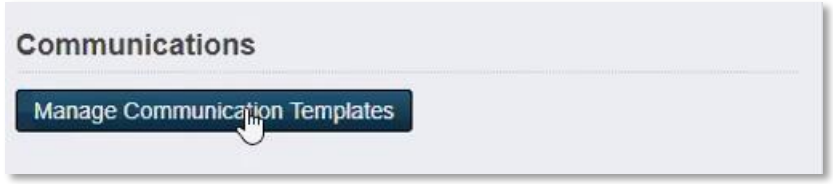
PowerSchool

Next Steps

1. **Clear Test Mode Data**

2. **Test, Test, and Test Again-**Recommend Testing 5 times

3. **Review**
   - Seating Units
   - Grades
   - Schools
   - Communication Templates



There is no UNDO button

Running the Lottery

Final Steps:
Running the Lottery – *Working with PowerSchool Support*

Testing/sign-off complete → Support turns off Test Mode → **District runs Lottery**

District runs Lottery → **There is no UNDO button** → Review Lottery results in School Choice Workspace → Move forward with Lottery results

- Notify families about next steps
- Make seating/waitlisting decisions
- Process students from Lottery

Questions

PowerSchool

Resources

- School Choice Workspace (Community Article)
- School Choice Basics – Record Approval (Community Article)
- School Choice Basics – Lottery Communication (Community Article)

Upcoming Events

Enrollment Office Hours

Wednesdays @ 11am ET / 8am PT

https://help.powerschool.com/t5/PowerSchool-Enrollment/Join-us-for-Enrollment-Office-Hours/ta-p/132352

PowerSchool

Next Webinar

- **Oct 17th - Project Overview:** Join us to learn about the flow of a project from the kickoff call to connecting with support after the launch. We will also cover best practices when it comes to launching forms.

CUSTOMER EDUCATION